

RESERVE COMPONENT HANDBOOK
JULY 1999

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1. PURPOSE: To provide administrative guidance to Reserve Component (RC) units planning to conduct Annual Training (AT), Inactive Duty Training (IDT), other peacetime training, or requesting training assistance/support from Fort Riley in accordance with current regulations and within the resources of this installation.
2. OBJECTIVES: To provide Reserve Component units with the assistance and support necessary for successful accomplishment of their training objectives during AT/IDT and other peacetime training.
3. APPLICABILITY: This handbook is applicable to all RC units, i.e., Army National Guard, US Army Reserve, Air National Guard, Marine Corps Reserves, and Navy Reserves. Any reference to RC in this handbook also refers to Reserve Officer Training Corps (ROTC).
4. RESPONSIBILITIES: The office of the Reserve Component Support Division (RCSD) is designated as the responsible Fort Riley Staff Agency for coordinating the required action with RC units.
5. GENERAL POLICIES:
 - a. Reserve Component units will make every effort to attain self-sufficiency. Units will request only that support essential to their training and/or operations which are not available through RC sources.
 - b. Support requests must arrive at RCSD IAW Suspense Table in ANNEX A, and be accurate to ensure availability of requested items during the training period. All requests must be coordinated through the RCSD. RCSD will review all requests for validity; i.e., is unit authorized item of equipment, has unit exhausted RC channels to obtain item, etc. Any RC unit that is conducting AT on Fort Riley and providing their own evaluators will be responsible for requests, in writing, of any requirements for those evaluators.
 - c. Correspondence to this installation pertaining to RC units will be addressed to Commander, Headquarters, Fort Riley, ATTN: AFZN-GT-RC, Building 7652, Fort Riley, KS 66442-5076.
 - d. Informal coordination between RC units and Active Component (AC) units is encouraged; however, all requests for assistance will be followed by correspondence through appropriate peacetime command channels to RCSD.
 - e. All training support by Headquarters, Fort Riley will be provided IAW the following priorities:
 - (1) Force Support Package 1 & 2, / Round Out.
 - (2) Enhanced Bde.
 - (3) Maneuver Division/Separate Brigades.
 - (4) Other RC units.
6. SUPPORT REQUEST:
 - a. All requests for support must be forwarded through RC channels to RCSD. All support requests will be submitted to arrive at RCSD NLT 65 days prior to the scheduled start of training, unless indicated differently in this handbook.
 - b. Requests that arrive less than 65 days prior to training are considered late. All late requests must be accompanied with written justification from the RC headquarters, i.e., The Adjutant General (TAG) or Regional Support Command (RSC). Justification will include why the request is late and how training will be affected if support is not provided.

c. See ANNEX A for support request suspense table. Reserve Component units must be knowledgeable on all written procedures required for submitting or requesting support from Headquarters, 24th Infantry Division (MECH) and Fort Riley.

d. Units are encouraged to call RCSD if they have any questions pertaining to training support. The RCSD WILL NOT take any requests by phone. All requests will be submitted IAW this handbook.

e. Local major commands are provided a biweekly printout of all training support and its status. Information is provided for distribution down to requesting units. Units should review status of all training support requests. Units are responsible for canceling any and all requests in writing. Cancellation of a request will be submitted in a timely manner in order to release resources for other units to use. The RCSD will not "assume" any resources are canceled unless specified in unit's cancellation request (Example - cancellation of ranges cancels only ranges; if unit wants all resources Canceled, indicate same in writing).

7. RCSD IN-BRIEFING/AT/IDT/ROTC (Training):

a. Units performing AT/IDT/ROTC training will send representatives to receive an in-briefing each time they conduct training on Fort Riley. Unit representatives will pass this information on to all unit personnel prior to conducting training.

b. In-briefing for IDT/ROTC training occur at 1000 hours every Friday at RCSD, building 7652. If prior arrangements are made, units may receive in-briefing at a different time, but NLT 1300 hours on Friday or the last duty day prior to training. All units conducting AT should call RCSD for an appointment to receive in-briefing prior to AT start date. Annual Training in-briefing will be conducted Monday through Friday during normal duty hours and must be completed NLT 1000 hours on the Friday prior to AT start date.

c. Any unit failing to receive an in-briefing from RCSD will not be allowed to open ranges or training areas through Range Control or sign for billets.

d. During the in-briefing, unit's training file will be reviewed for all training coordination. Safety and current policies will also be reviewed.

e. Unit commanders will brief all unit members on subjects listed in ANNEX H and W prior to training as it pertains to unit's training.

f. Unit commanders will provide to the RCSD a copy of the Alpha Roster for Emergency/Notification purposes. RC commander will receive a briefing of the current THRETCON Conditions for Fort Riley.

8. POST ENVIRONMENTAL/SAFETY BRIEFING (AT):

a. All RC units attending AT on Fort Riley must send a representative to receive an environmental/safety briefing from the Fort Riley Environmental Safety office.

b. The Directorate of Environment and Safety, Safety Office, is located in building 407, Room 209 (telephone 239-2514). This environmental/briefing must be received NLT Monday of the first week of training. The unit representative will then relay that briefing to unit personnel.

c. The Fort Riley Safety Office briefing should not be misconstrued with briefings given by RCSD (para 7). Both briefings are mandatory for AT.

9. AVIATION SAFETY BRIEFING:

a. All aviation units not permanently assigned to Fort Riley will receive a briefing and Prior Permission Request (PPR) from the Airfield Operations Detachment (AOD) at Marshall Army Airfield (Build 743) prior to conducting operations. The briefing will be conducted by the Airfield Commander, Installation Aviation Officer, Airfield Operations Officer, Airfield Manager, or Installation Aviation Safety Officer. All units shall receive this briefing prior to conducting flight operations at Fort Riley, in addition to the Post Safety briefing in para 8a. All flight operations conducted on Fort Riley and within the confines of Restricted Area 3602 A & B area will be in accordance with Fort Riley Regulation FR 95-1 (Local Flying Rules), dated 17 February 1998.

b. Units will provide information copies of all accident and incident reports, along with flying hours flown, to the Airfield Commander or Aviation Safety office prior to departure.

10. IDENTIFICATION (CARD/TAG):

a. All RC personnel training on Fort Riley must have a valid identification card (DD Form 2A) in their possession at all times.

b. All personnel must wear their ID tags while training on Fort Riley.

c. The Personnel Processing Center (PPC), building 210, will provide ID card support by appointment only. Units must complete DD Form 1172 and obtain approval authority signature from appropriate RC advisor prior to processing at ID Card Section in PPC.

d. Identification Tag Production: Units are required to supply a blank ID tag for each ID tag requested. Information to be produced on ID tags should be typed on a memorandum. Unit address should be included on the memorandum. Blank tags, along with memorandum, will be submitted to ID Card Section, building 7808. The completed tags will then be returned to the requesting unit. Requests may be submitted throughout the year.

11. UNIFORM/APPEARANCE:

a. Soldiers must present a neat and well-groomed appearance. Uniforms will be clean and serviceable. Footgear will be kept polished and up to standard.

b. All RC personnel will comply with AR 670-1 in wearing the uniform and maintaining personal appearance, i.e., haircut, mustache, sideburns, etc.

12. MAIL (AT): The unit will request mail orderly packets 6 weeks prior to AT from the Fort Riley Post Locator, 5302 Ashby Avenue, Fort Riley, KS 66442-9999. Once the packets are completed, they must be returned along with a roster listing name, rank, SSN, and unit. The packets, with roster, must be returned to the Fort Riley Post Locator, building 5302, at least two weeks prior to AT. A minimum of 2 mail orderlies will be designated for each unit. The DD Forms 285 will be validated by the Post Locator and will be available, along with the unit's mail, on the first Monday of AT. POC is Contract Officer Representative (COR), 239-2685.

13. COMMERCIAL TRANSPORTATION: All units using commercial bus or air transportation to/from AT site will contact the Fort Riley Transportation Office, building 1502, telephone 239-3825 during their first week of AT. Units will advise transportation office of their MRO number, DD Form 1348, group leader's rank and name, where to contact group leader, bus company's name, date, time and location of pickup at the end of AT.

14. RUNNING/JOGGING ON ROADS AND STREETS:

a. Physical Fitness Training is conducted on Fort Riley four days per week, Monday, Tuesday, Wednesday and Friday, from 0630 to 0730. Custer Hill is closed to all vehicle traffic while physical training (PT) is being conducted.

b. Troop physical training formations will conform to FR Reg 350-1 and FR Reg 190-5. Individual runners/joggers who are not in a formation and not in compliance with the above regulations are considered as a single runner/jogger. They do not have the right-of-way that troop formations have. Runners and joggers must follow pedestrian rules and must use extreme caution especially during peak traffic periods or when visibility is reduced. Formations will not run on roads posted with a speed of 45 MPH. or higher.

c. The Post's main traffic ways (Rifle Range Road, Trooper Drive, McCormick, Huebner Road, Dickman Avenue, Henry Drive, and First Division Road) will not be used during peak traffic periods, i.e., 0630 to 0830 and 1600 to 1700. When practical, the running paths around the Golf Course and the Riley's Restaurant and Event Center should be used. In addition, during darkness, a reflective garment or device with a minimum of 10 square inches of reflective material front and back will be worn while running or jogging on Fort Riley. Run single file facing oncoming traffic unless conditions dictate otherwise (such as the bridges on Henry Drive). Runners/joggers will not wear headphones or earphones while using the Installation's roads or streets.

15. VEHICLE REGISTRATION/OPERATIONS:

a. Privately Owned Vehicles (POVs) will not be operated without a valid state registration and operator's license. The State of Kansas recognizes as valid any POV operator's license from other states, if it is current and not restricted.

b. Motorcycle operators must wear a helmet, proper eye protection, long sleeve shirts and pants, gloves, boots or over the ankle boots, and a reflector vest. Operators of motorcycles or mopeds must attend an 8 hour Defensive Driver's Course. (See ANNEX U to enroll).

c. The State of Kansas requires proof of vehicle insurance. This applies to both residents and nonresidents.

16. EMERGENCY LEAVE:

a. Authority to grant emergency leave is delegated to the RC commander. Reserve Component commanders are responsible for adjustments for unearned pay.

b. Personnel on AT outside the commuting range and arriving by commercial means can obtain a Transportation Request (TR), if the Red Cross has verified that the presence of the soldier is required and a true emergency does exist. Transportation Requests will be issued by the Post Transportation Office, building 210.

c. Personnel on IDT will travel at their own personal expense in the event of an emergency.

17. ACCIDENTS/INJURIES:

a. In the event of an accident/injury that requires medical treatment during the unit's training, the RC commander will notify RCSD, building 7652, 239-9602, in an expeditious manner after proper treatment is received.

b. All RC commanders are also responsible to notify the Fort Riley Operations Center (FROC), 239-2222, day or night, of all accidents or injuries. If an accident or

injury occurs during field training or on a live fire range, Range Control, will also be notified IAW Fort Riley Reg. 385-12.

c. All RC commanders are also responsible for notifying the Fort Riley Safety Office, 239-2514 of all accidents or injuries. Notification of the Safety Office and Reserve Component Support Division of accidents after normal duty hours should be accomplished the next duty day, or as soon as possible (ASAP).

18. MEDICAL / DENTAL SUPPORT:

a. **MEDICAL:** Reserve Components Units on IDT or on Annual Training will receive medical support from the Consolidated Troop Medical Clinic (CTMC 239-4411). The CTMC is located in BLDG 7665. The CTMC's sick-call hours are 0600-0830, Monday – Friday. Emergency Hill Coverage times are 0600-1500, Monday to Friday. The Emergency Room (239-7777) at Irwin Army Community Hospital will be used when outside the normal operating hours of the CTMC or in Emergency Situations.

b. **DENTAL:** Reserve soldiers requiring “Dental Sick-Call” will visit Dental Clinic # 1 (239-7955), located in Irwin Army Community Hospital, building 600, between 0630-0830, Monday – Friday. After regular clinic hours, weekends and holidays, “Dental Sick-Call” patients will report to the Emergency Room at Irwin Army Community Hospital, building 600, for emergency dental care.

c. All personnel training in the field or on the ranges must be knowledgeable of MEDEVAC (dust off) procedures outlined in Fort Riley Reg. 385-12 prior to the start of training/firing.

d. All unit Commanders/ISGs will clear through IACH patient administration office prior to departure from Fort Riley to obtain any medical treatment documentation on their soldiers.

19. CLASSIFIED INFORMATION ACCESS: Any RC personnel training at or visiting Fort Riley, who will require access to classified information, must submit unit access roster to the Personnel Security Division (PSD), building 241, 239-6323/3247, prior to arrival.

20. USE OF MILITARY VEHICLES FOR TRIPS TO PX/COMMISSARY:

a. Reserve Component units performing AT/IDT/ROTC training on Fort Riley and required to transport personnel by military vehicle to post exchange or commissary will comply with the following:

(1) Personnel will be transported in groups only.

(2) Personnel will be under control of an officer or NCO.

(3) Vehicle will drop personnel off in front of PX/Commissary and driver will move vehicle to the outer part of parking area. Driver will stay with the vehicle at all times.

b. Vehicle will display sign on dash window "National Guard", "Army Reserve" or "Reserve Officer Training Corps". Sign making is the unit's responsibility.

c. Privately owned vehicles (POVs) will be used for trips to PX/commissary when available.

21. INSTALLATION CLEARANCE (AT):

a. All units conducting Annual Training at Fort Riley are required to clear the installation. See ANNEX P for clearance form.

b. All activities listed on clearance memorandum must be cleared, regardless of use or non-use by unit.

c. A completed clearance form will be hand carried to RCSD with an after action report (see para 22) by the unit commander or his/her designated representative prior to COB on the last duty day of AT.

d. Units performing IDT or ROTC Training are not required to complete the installation clearance form.

22. AFTER ACTION REPORT:

a. All RC units conducting Annual Training at Fort Riley will submit an after action report to RCSD on the last duty day of AT.

b. All RC commanders are encouraged to make pertinent comments regarding training and constructive recommendations for improvements.

c. A format for the after action report is at ANNEX Q. Units may alter format to meet any command requirement.

d. Units on IDT/ROTC Training are not required to complete an after action report, but are encouraged to submit one if they have suggestions that would enhance training.

23. GENERAL:

a. Units planning to train at Fort Riley are expected to comply with this handbook. Units requiring assistance/support must request it IAW criteria established in this handbook.

b. All RC peacetime training of any kind on Fort Riley requires the submission of Reserve Component Support Request (AFZN-GT-RC Form 1104) at ANNEX B.

c. Questions concerning the preparation for training at Fort Riley or this handbook should be directed to Chief, Training Support Branch, Reserve Component Support Division at DSN 856-9602/9667 or commercial (785) 239-9602/9667.

FOR THE COMMANDER:

Encl
as

LARRY W. GITHERMAN
COL, OD
Acting Chief of Staff

DISTRIBUTION:
RC Special

ANNEX A

SUSPENSE TABLE

The following is provided for your planning purposes. It identifies critical suspenses that must be met when requesting assistance. Requests received after the suspense date require special handling, and in some cases, must be reviewed/approved by the Chief of Staff, Headquarters, 24th Infantry Division (MECH) and Fort Riley, before being tasked.

<u>REQUEST</u>	<u>DAYS REQUIRED PRIOR TO TRAINING DATE</u>
Reserve Component Support Request, AFZN-GT-RC Form 1104 (Annex B)	120/65
Billeting (ANNEX D)	120/65
Rations (ANNEX F)	120/65
Ammunition Forecast (ANNEX C)	120
Ammunition Request (ANNEX C)	30
Equipment Request (ANNEX I)	120/65
Telephones (ANNEX E)	30
MILES Equipment	See ANNEX J
Funding Documents/Contracts (ANNEX I)	65
Training Areas/Ranges	See ANNEX G
Reserve Component units that mobilize at Fort Riley may request an SRP (Soldier Readiness Processing) through the Mobilization Plans Division. Request must be made in writing.	90
All others	65

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ANNEX B

INSTRUCTIONS FOR COMPLETING RESERVE COMPONENT SUPPORT
REQUEST AFZN-GT-RC FM 1104

1. This form will be completed by all RC units scheduled to conduct training at Fort Riley. Units will complete all blocks. Indicate "NA" if it does not apply to requested training/support. If only a company/detachment, etc., is training, indicate same on Form 1104. Unit must state the type training to be conducted in the "Remarks" section of the FR Form 1104 (i.e., weapons, CTT, gunnery, etc.).
2. This form will be typed or neatly printed (in ink), and forwarded to RCSD to arrive NLT 120/65 calendar days prior to the first day of training. The form must be signed by the unit commander or his/her designated representative.
3. The UIC is required on all 1104s.
4. Incomplete forms may result in non-receipt of requested support and could result in canceled training.
5. Buildings indicated in block 5 are for requesting unit to draw/use. This block WILL NOT be used to request BOQ/BEQ or support from active duty units. Units training in the field and requesting the use of gym facilities for showers, must submit a separate memorandum for this support.
6. All blocks are self-explanatory. Any questions should be directed to RCSD, Fort Riley, DSN 856-9602/9667 or commercial (785) 239-9602/9667.

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ANNEX C

AMMUNITION

1. Units will submit ammunition forecasts through their local chain of command to The Adjutant General (TAG)/Major United States Army Reserve Command (MUSARC).

The TAG/MUSARC will submit their forecast through RCSD to Division G3/TNG, IAW Fort Riley directives. Forecasts will be submitted in printout or on locally approved forecast form(s). Final forecast is due NLT 120 days prior to the 10th day of the month in which the training will be done IAW FR Pam 710-16.

2. Training ammunition will be forecasted IAW FR Pam 710-16. The TAG/MUSARC is responsible for monitoring/controlling all forecasts and unit requests for ammunition (DA Form 581).

3. The DA Form 1687 for Class V should be submitted IAW FR Pam 710-16.

Reserve Component commanders are responsible for maintaining and submitting, along with DA Form 581, three current Signature Cards (DA Form 1687), original signatures only (photocopies/carbons of DA Form 1687 are not accepted), and three copies of the appointment order for ammo officer or commander. Security screening is required for all persons listed on the DA Form 1687. The following statement is required in the Remarks block : “Authorized representatives listed above have passed security screening required by AR 190-11”.

4. Ammunition Requests, DA Form 581, are submitted in 6 copies, with no more than 7 items on a document. Photocopies of DA Form 581 are not acceptable. DA Form 581 can only be signed by authorized individuals. See Fort Riley Pam 710-16 for specific guidance on the preparation of DA Form 581. All requests must be routed through RCSD to arrive NLT 30 calendar days prior to issue date.

5. Reserve Component units will ensure compliance with current directives pertaining to safety, handling, and hauling. See Fort Riley Pam 710-16, and Ammunition Holding Area (AHA) SOP for storage and security of ammunition on Fort Riley.

6. Ammunition will not be stored on ranges overnight (see para 4, Annex G for exceptions). Units will request the Ammo Holding Area when requesting ranges and/or ammunition to be fired on Fort Riley.

7. Weekend draws and turn-ins are available to Reserve Component units (approximate cost will be \$54.83 for each hour of operation). Requests for non-duty hour operations must include the funds from the RC command. Requests for weekend operations received without funds or required information will be returned without action. Requests will also include a copy of the DA Form 581, or items and quantity will be listed in the request.

8. Reserve Component personnel transporting Class V on Fort Riley must have completed HAZMAT training, and provide documented proof of training completion at the time of draw. Personnel not completing the training and/or cannot show proof of training completion will not be authorized to transport Class V from the Fort Riley ASP.

C-1 ANNEX D

BILLETS

1. Buildings are requested by completing Reserve Component Support Request Form 1104 (ANNEX B). Billets are limited. Combat units/commands will not be authorized

billets. These units will request training land IAW Annex G of this handbook (Train the Way You Fight).

2. Reserve Component unit commanders are responsible for room assignments. How billets are assigned is up to the RCSD. Billets are the same as Active Component billeting on Fort Riley. There are 3 story brick buildings and issued to house a maximum of 290 soldiers in Buildings 7642, 7646, 7648, and 7650. Enlisted men and women may be housed in unit barracks, or in joint-use housing if separate, and secure sleeping and latrine facilities are provided. Billets/housing are assigned IAW AR 210-50, Para 3-33.

3. The RCSD Policy Letter for RC Billeting Complex.

a. Units reporting to Reserve Component Support Division (RCSD) for assignment of quarters for Inactive Duty Training (IDT) or Annual Training (AT) will report to Building 7652, Section E, and the unit or representative will sign for the keys, rooms, and furniture. The unit will be responsible only for the area(s) that have been signed for.

b. When one or more units are in the same building each will sign for only the area(s) they have control over. All of the units, assigned by the RCSD, will be responsible for the maintenance and security of the entire building, excluding the area(s) signed for by other unit(s).

c. The billets will be inspected and inventoried by the unit and RCSD personnel IAW DA Pam 710-2-1.

4. Admin/Supply Rooms may be available upon request. Normally all admin/supply rooms are equipped with four desks, four chairs, three telephones and an arms room. Units storing weapons in arms room will notify the Provost Marshal two weeks prior to make arrangements for security of arms IAW AR 190-11.

5. Dining facilities may be available upon request. Facilities have the feeding capacity of 600 per hour, and can seat up to 200 personnel at one time. Dining facilities come fully equipped, and require approximately three hours to inventory for both issue and turn-in.

6. Classrooms may be available upon request. Classroom facilities are equipped with tables and chairs to seat 30 personnel. Extra chairs may be drawn from RCSD, building 7652, to accommodate additional seating.

7. Reserve Component Support Division will issue bedding based upon reported strength indicated in block 5 of Reserve Component Support Request, AFZN-GT-RC Form 1104 (ANNEX B). Units will contact RCSD NLT 72 hours in advance to confirm draw date/time. Units requesting bedding will establish an account with the Post Quartermaster Laundry, Building 183, to directly exchange dirty linen for clean linen prior to returning to the RCSD. The DA Form 1687, Signature Card, is required for this action.

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Pillows and blankets will be returned in bundles of five. Signature Cards, DA Form 1687s, are not required to draw buildings or equipment from RCSD.

8. Billets will not be issued by RCSD until the unit reports for in-briefing, (building 7652). Reserve Component Support Division will provide unit with preprinted informal memorandum upon completion of briefings. Advance parties should plan to arrive early on duty day to accomplish all requirements PRIOR to 1300 hours,

Monday through Friday.

9. Fort Riley now has a Self Service Supply Center (SSSC). Contractors run the SSSC Store, which is a non-profit organization. Purchases can be made using the IMPACT Credit Card only. All units are invited and welcomed to use the store. Hours of operations are Monday to Friday, 0800-1600; weekends and holidays are closed. The facility is located at Bldg 7921 on Apennines Drive, Custer Hill. Units are responsible to provide adequate cleaning supplies to clean buildings used. The RCSD will provide mops, brooms, buffers, etc., upon request. (Mop heads will be provided by the RC units).

10. Buildings/equipment/supplies will not be issued nor turned-in, during non-duty hours to RCSD personnel, unless prior coordination has been made 45 days prior.

11. BOQ/BEQ.

a. Reserve Component personnel on Individual Annual Training (AT) orders supporting or training with another unit will be housed with that unit.

b. Reserve Component personnel on individual AT orders may be housed with another RC unit.

c. Reserve Component personnel may stay in BOQ/BEQ at their own expense depending on availability of quarters at any time.

d. Any personnel refusing to use assigned billets will be on their own, and find billeting arrangements at their own expense.

e. See ANNEX R for BOQ/BEQ and procedures.

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ANNEX E

TELEPHONES/CHARGE OF QUARTERS

1. Units are not required to request telephones. The RCSD will submit phone requests

based upon what type of buildings the unit requested/received.

Orderly Rooms: three ea. A.1.5 line (AT or IDT)

Billets only: two ea. A.1.5 line (AT or IDT)

Billets issued with orderly room: one ea. A.1.5 line (AT or IDT)

Dining Facility: one ea. A.1.5 line (AT or IDT)

Classroom: None

2. Any unit requiring telephones in nonstandard buildings for operational requirements must submit written justification on AFZN-GT-RC Form 1104.

3. Units needing to make OFFICIAL CALLS to areas that do not have DSN access must first obtain a control number from RCSD. Only 10 control numbers will be issued at one time. Control numbers will not be given over the phone. The following information is required by RCSD prior to issuing a control number.

a. Last name of individual making call.

b. Phone number placing call from.

c. Phone number being called.

d. City and state being called.

4. Fort Riley is required by law (Public Law 100-440 (1989) to use FTS 2000 for ALL CONUS toll services. If you are having a problem placing an official call, contact the Fort Riley operator for assistance at 239-3911.

a. To dial an official call from a Class A.1.5 line:

(1) Dial: 0+ area code (even if the area code is 785) + XXX-XXXX or 555-1212 for directory assistance.

(2) Be prepared to give the post operator your control code.

(3) If at any time you hear the tone that indicates keying in a calling card number or you get a commercial operator, that means you have a commercial line and not a FTS 2000 line, hang up and retry your call.

5. All unofficial call(s) will be placed at pay telephones located in area.

6. Units may make calls to the following locations from a Class A1.5 line, without charge, by dialing the prefix indicated:

a. Junction City, KS None required.

b. Salina, KS 1 + number (toll free).

c. DSN (all locations) 8 + number.

7. Other telephone numbers that may be needed:

a. Fire 911.

b. MPs 239-6767 or 911.

c. Ambulance 239-7835.

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d. Fort Riley Staff Duty Officer 239-3037.

e. Fort Riley Operations Center 239-2222.

f. Fort Riley Operator 239-3911.

g. Emergency Room 239-7777.

8. Area Code for Fort Riley is 785, DSN exchange is 856.

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ANNEX F

RATIONS

1. Reserve Component units requiring mess support from AC units will submit DA Form 2970 (see enclosures) to cover all dates/meals/head count. The DA Form 2970 will

be attached to a Reserve Component Support Request, AFZN-GT-RC Form 1104 (ANNEX B). Requests will be submitted to arrive at RCSD NLT 65 calendar days prior to start of training. Reserve Component units in the field requiring mess support from an AC unit will indicate same in the remarks block of DA Form 2970. The RC unit will provide all field mess equipment and transport meals from the AC dining facility. The RC units will order their own Meals Ready to Eat (MRE) from Troop Issue Subsistence Activity (TISA) on DA Form 3161, (See ANNEX F-2-1 through F-2-4 for examples).

2. Units requesting box/bag lunch will provide a roster with all signatures 7 days prior to requested box/bag lunch meal date. Box/sack lunch will be prepared upon receipt of roster with correct head count and signature. A roster of all personnel eating at the dining facility is required to include name, rank, and SSN.
3. Any RC unit that fails to consume requested meals will be reported to their higher headquarters. Any RC unit that is receiving support from an AC dining facility will report any changes in their head count ASAP, but NLT 72 hrs prior to their training start date by submitting a "CORRECTED" DA Form 2970 to RCSD.
4. The RC units planning to operate a dining facility will submit a memorandum requesting support to arrive at TISA NLT 120 calendar days, prior to start date of training (See ANNEX F-2-1 for sample).
5. Units transporting all meals from home station will indicate the same in block 8 of Reserve Component Support Request, AFZN-GT-RC Form 1104 (ANNEX B).
6. All commands are reminded that MIPRs (DD Form 448s) are required to be on hand at TISA before ice will be issued. Recommend all finance offices (USPFO/DCSRM) provide an information copy of ice MIPR to the drawing unit. This will avoid delays just in case the original MIPR is in the "processing route". Arrangements for ice requirements over the weekend must be made prior to Friday with TISA. The DA Form 3161 must be submitted for ice.
7. The Troop Issue Subsistence Activity (TISA) is located in building 229. All rations must be picked up prior to 1430, Monday through Friday. The TISA does not operate during non-duty hours. The telephone number for TISA is 239-2183/3633.

F-1

SAMPLE

UNIT'S LETTERHEAD

Office Symbol

Date

MEMORANDUM FOR TISA

SUBJECT: Field Training (999 Maint Co.)

1. Request TISA provide Class I support for field training 1-14 Feb YY. The ration mix is A-MRE-T. The estimated number present for duty strength is 125. The first meal is lunch 1 Feb YY. Last meal is lunch, 14 Feb YY.
2. The required ice is 200 lbs. of block each issue.
3. The point of contact is SFC. Hungry, 369 Maint Co., (785) XXX-XXXX.

JOHN C. FOOD
MAJ, USAR
Commanding

SAMPLE

F-2-1

ANNEX G

TRAINING FACILITIES/AREAS/RANGE REQUEST

1. Requests for training facilities/areas/ranges will be submitted on FR Form 785, (see G-5-1), IAW FR Reg 385-12, and attached to the Reserve Component Support Request (ANNEX B). Ranges, training facilities, and training areas must be requested on a

separate FR Form 785.

2. Requests for training facilities/areas/ranges will be submitted through the RC chain of command to arrive NLT dates indicated below:

<u>Training Period</u>	<u>Suspense to RCSD</u>
First Quarter FY	1 Apr
Second Quarter FY	1 Jul
Third Quarter FY	1 Oct
Fourth Quarter FY	1 Jan

3. Fort Riley Form 785 received after the above dates will be considered late and be processed at the next range conference. This could affect training if land is already scheduled by another unit. Reserve Component Support Division will not "ASSUME" any areas/training to be canceled on the basis of what areas were or were not approved; this decision remains with RC units only.

4. Requests for LIVE-FIRE ranges will also include requests for Ammunition Holding Area (AHA). "Exceptions to this policy are uploaded tanks and artillery/mortar units/platoon/section doing night fire". Fort Riley Form 785 received without AHA requests will be returned without action. Requests for AHA will be submitted on a separate memorandum through RCSD. Unit will comply with Fort Riley Ammunition Holding Area (AHA) SOP.

5. All units occupying training facilities/areas/ranges are required to open/close all areas/ranges with Range Control and maintain continuous communication IAW FR Reg 385-12. Only administrative call signs will be used on Range Control frequencies. Tactical call signs are for internal use of units during field exercises, if required by unit. Units will request frequencies IAW ANNEX S.

6. Training facilities/ranges/areas will not be issued by Range Control until the unit has received its inbriefing from RCSD.

7. Range Artillery Firing Points (AFPs)/Mortar Firing Points (MFPs) will not be requested on the same Fort Riley Form 785, when requesting training areas or facilities. A separate Fort Riley Form 785 will be prepared. Requests for other training support will be submitted on a memorandum, not on Fort Riley Form 785. Two separate 785's are required.

8. Any RC unit requesting training areas or maneuver areas will indicate in remarks block of Fort Riley Form 785, the type of training to be conducted. The training description should be brief but detailed enough to give the full scope of the training being conducted. Fort Riley Form 785 received without the training description will be returned without action. Fort Riley Form 785 may be used to request use of the Fort

G-1

Riley CS Chamber (Units must remember to forecast and draw their own CS as well as run their own range).

9. Any unit using training areas on Fort Riley during the hours of darkness must indicate black-out drive category in remarks block of Fort Riley Form 785; if it is received without a category, it will be returned without action.

Category 1: Vehicles operate with light switches in black-out drive position.

Category 2: Vehicles operate with light switches in black-out marker position.

Category 3: Vehicles operate without lights or markers on.

10. Black-out drive during darkness is mandatory North of Vinton School Road to include tank trails and hard surface road. The run of service drive in the maneuver area, and on roads in and adjacent to the maneuver area, jeopardize the safety and training of units conducting night maneuvers. It is especially damaging to units training with passive night vision sights/goggles. Use of service drive may eventually create a hazard to those units by “washing out” their sights, and destroying any night vision they have developed over time. However, if safety of troops is an issue, such as a motor movement during an ice storm, service drive may be used to prevent an accident. Black out drive will be resumed ASAP after danger area is passed or no longer exists.

11. Black-out drive is also mandatory for all training areas South of Vinton School Road, except white light (service lights) will be used on all improved tank trails and hard surface roads.

12. Roads excluded from black-out drive are Vinton School Road, old Hwy 77 from Vinton School Road North to Range Control HQ, new Hwy 77 (a state controlled highway), Hwy 82 West of new Hwy 77, and all gravel roads bordering the reservation.

13. When traveling on hard surface roads and improved tank trails North of Vinton School road, only Category 1 will be used. Any category can be used when moving within a training area. See: FR Reg 385-12, Exceptions for Non-Tactical Vehicles, para 5-17, f.

14. Speed Limits for black-out drive training will be limited to 20 MPH for hard surface roads, 15 MPH for improved tank trails, 10 MPH for unimproved tank trails, and 5 MPH for off-road travel.

15. Administrative vehicles not equipped with a black-out capability will use white lights.

16. All digging must comply with the requirements of Fort Riley Reg 385-12.

a. Requests for digging permits will be submitted as a memorandum through RCSD; to Natural Resources Division, DES, and then to Range Division, DPTM.

b. Requests will be submitted 14 days in advance of the requested digging date.

c. An 8 digit grid coordinate will be required for each requested digging location.

d. The type of digging requests are divided into two categories, STANDARD and NON-STANDARD. A handout is available from Natural Resources Division that describes standard and non-standard types of digging, IAW FM 5-34.

e. The RCSD Office will provide RC units with complete dig permits and

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Digging SOP, upon request.

17. **MEDICAL REQUIREMENTS:** It is the responsibility of the commander to determine what medical support is required when conducting field training. When conducting live fire ranges, a covered vehicle capable of transporting litter patients, and a qualified medic or certified combat lifesaver with aid bag will be present on the range (a certified medic is required for M202 Flash or flame-thrower ranges). Units requiring MEDEVAC will contact Range Control (frequency 36.60 MHz primary, 43.05 MHz

alternate; phone 239-4285/4805 or from any mag drop).

18. Privately owned vehicles are not authorized in any training area, facility, or range, without Range Control's approval/POV pass.

19. **UNIFORM REQUIREMENTS:** The appropriate summer or winter field uniform consisting of LBE, helmet and protective mask will be worn by all personnel when traveling to, participating in, or returning from any training activity north of Vinton School Road. Military Police, ambulance and fire department personnel are exempt from this requirement while in the performance of their duties. Personnel on the firing line or near firing points are required to wear necessary headgear (helmet or combat vehicle crewman's helmet) and approved hearing protective devices.

20. **BODY ARMOR REQUIREMENTS:** Personnel located along or forward of designated range firing lines, who are participating in live-fire training involving firing from a vehicle mounted weapon system (except for standard training on Range 7), mine or other demolitions detonation, fragmentary grenade firing or detonation, firing of an anti-tank round/missile, or conducting any non-standard range scenario are required to wear body armor. Body armor consists of either a flack jacket or CVC body armor, whichever protective system is applicable. Personnel required to wear body armor include personnel and crews conducting the firing and/or detonation of live ammunition, range safety personnel, observer controllers, or others designated by the range safety officer or officer in charge. This requirement specifically applies when live-fire training is conducted on the following Fort Riley ranges:

- a. Multipurpose Range Complex Gunnery (MPRC) North.
- b. Multipurpose Range Complex Gunnery South (Range 18).
- c. Range 52 (Demolitions).
- d. Range 29 (AT4, M47, and MK19).
- e. Range 15 (Demolitions and Claymore Mines).
- f. Range 25 (Hand Grenade).
- g. Range 19 (M203).
- h. OP 16 (TOW Live-Fire).
- i. Any range which meets the definition of non-standard as defined in paragraph 3-9b of Fort Riley Regulation 385-12.

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ANNEX H

SAFETY

1. The following are subjects that RC unit commanders will brief unit personnel on, as it pertains to unit's training, prior to training at Fort Riley. The unit commander or his/her representative is required to sign a statement indicating that they have received the

following in-brief from RCSD:

- a. Ranges/training areas, to include safety, operations, MEDEVAC, and communication, Fort Riley Reg 385-12.
- b. Erecting radio antennas, includes erecting near power lines and during thunderstorms, TM 11-5820-348-15 (RC-292), TM 11-5985-357-13 (OE-254/GRC).
- c. Alcohol, to include consumption, unit parties, written approval, restrictions, and state/local laws.
- d. Convoy operations, to include safe operations, speed limits on and off Fort Riley, and required clearances; see para 5-6 through 5-15, FR Reg 385-12, FR PAM 55-1 and para 5-6 through 5-11, FR Reg. 385-10.
- e. Sleeping in the field, to include marking of areas and ground guides for vehicle movement; see para 6-2, FR Reg 385-10.
- f. Black-out drive policy, to include category, speed limits, and safe operations during the hours of darkness; see para 5-11, FR Reg 385-10 and para 5-17, FR Reg 385-12.
- g. Operation of the Ammo Holding Area (AHA), to include guards, ammo guard, NCOIC, etc. See AHA SOP.
- h. Vehicle safety, to include turret power, sleeping in, on, and around vehicles, heaters, ground guides, speed, cross-country movements, presence of holes, tank traps, craters and draws, etc; see Chapter 6, Reg 385-10.
- i. Road conditions and dispatching; see Admin Policy 95-06.
- j. Operation of privately owned vehicles (POVs), speed, safety belts, local laws, insurance requirements/documents and special equipment requirements for motorcycles. See FR REG 190-5 and AR 385-55.
- k. Fire safety on ranges and training areas, see Chapter 5 and 6, Fort Riley Reg 385-12, billet and other fire safety, para 2-4; and FR Reg 420-4.
- l. Use of smoke, CS, and pyrotechnics; see para 10-10 through 10-12, Fort Riley Reg 385-12.
- m. Other safety and health subjects:
 - (1) Insects and snakes; see para 6-8, FR Reg 385-12.
 - (2) Tornadoes and storms; see para 6-9, FR Reg 385-12.
 - (3) Shots and physicals.
 - (4) Hot/cold weather injuries; see FR Pam 385-2.
 - (5) Medical support and emergencies; see para 6-7 FR Reg 385-12.
 - (6) Water safety; see Chapter 10, FR Reg 385-12.
- n. Operation of the Multipurpose Range Complex (MPRC) to include off-limit areas,

H-1

barriers, air sweeps, communication procedures, etc., while on the complex.

2. Organizations at all levels will use the formal Risk Management Process for each training and support event/mission.
3. All commanders and unit personnel will make safety the highest priority while training on Fort Riley.

H-2

ANNEX I

EQUIPMENT REQUESTS

1. Requests for equipment will be submitted through channels to RCSD. Requests received without the TAG/MUSARC approval will be returned without action. The TAG/MUSARC approval will indicate that requested equipment cannot be provided at

any level within the TAG/MUSARC Command.

2. Requests for equipment for Annual Training (AT):

a. Will be submitted on FORSCOM Form 156-R/156-1R, IAW FORSCOM Reg 350-12, Appendix E. Requests will be submitted to RCSD NLT 170/185 days prior to AT, and/or NLT the Pre-AT Conference, if the unit will be conducting AT on Fort Riley.

b. Any FORSCOM Form 156-R/156-1R received without the TAG/MUSARC review/signature will be returned without action.

c. Units/TAG/MUSARC submitting incomplete/incorrect forms to RCSD within 170/185 days, which do not meet the requirements, will be considered the same as no request submitted.

d. The RCSD will review/process all completed FORSCOM Forms 156-R and 156-1Rs to Headquarters, 24th Infantry Division (MECH) and Fort Riley. These forms will be returned to the TAG/MUSARC with indication of what Headquarters, 24th Infantry Division (MECH) and Fort Riley can/cannot support.

3. Requests for equipment for Inactive Duty Training (IDT):

a. Requests for equipment for IDT will be submitted through command channels to RCSD NLT 65 days from the date of training in a memorandum format.

b. Requests for equipment for IDT will also require the TAG/MUSARC approval. Any request received without the TAG/MUSARC approval, that does not indicate that the equipment cannot be provided at any level within the TAG/MUSARC, will be returned without action.

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ANNEX J

MULTIPLE INTEGRATED LASER ENGAGEMENT SYSTEM (MILES) REQUESTS

1. All battalion/company controllers must be adequately trained to plan and conduct exercises using MILES equipment.

2. All users must receive training on MILES equipment prior to use. As a minimum,

this instruction will include operating procedures, care and maintenance, and rules of engagement/safety considerations. Person(s) drawing MILES equipment must be MILES certified and be in the grade off E5 or above.

3. All training must be conducted by TC 25-6, Force-on-Force Collective Training using the Tactical Engagement Simulation Training System.

4. Requests will be submitted to RCSD:

<u>Training Period</u>	<u>Suspense RCSD</u>
First Quarter FY	1 Jul
Second Quarter FY	1 Oct
Third Quarter FY	1 Jan
Fourth Quarter FY	1 Apr

NOTE: Multiple Integrated Laser Engagement System (MILES) requests received after dates indicated are considered late, and will be filled on "first-come, first-serve" basis with available equipment.

5. Requests for MILES equipment must be submitted to RCSD. Requests will be reviewed and forwarded to G3 Training for approval. The required form is the MILES Request Form shown at page J-3-1.

6. The MILES certification is required every two years. Units will request MILES certification through RCSD NLT 65 days prior to requested training date. Any MILES class to be conducted during non-duty hours and/or other than at Fort Riley will include overtime funds, per diem and travel for instructor. Funds will be provided NLT two weeks prior to training date. Late receipt of funds will result in support being canceled. Requests for a Certification or Re-Certification Class will be submitted on AFZN-CAE Form 162, Request for On Post School Space IAW Fort Riley School Catalog (ANNEX T).

7. All units will ensure that their DA Form 1687 (Notice of Delegation of Authority-Receipt for Supplies) is current prior to arriving for MILES pick-up.

8. Any unit requesting MILES equipment will coordinate with T/VISC seven working days prior to pick-up/turn-in to ensure they are scheduled for the same. The unit will notify T/VISC ASAP if they are not able to make scheduled draw/turn-in date/time (MILES Warehouse telephone number, 239-6648).

9. Any unit that fails to clear their handreceipt will not be authorized to request ANY T/VISC equipment in the future until said handreceipt is cleared.

10. Units will only request MILES that is compatible with their TOE/TDA equipment. All units will comply with MILES training device and training SOP.

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ANNEX K

PHYSICAL SECURITY

ARMS, AMMUNITION & EXPLOSIVES (AA&E)

All Arms, Ammunition and Explosives (AA&E) on Fort Riley will be properly secured in AA&E facilities provided by Reserve Component Support Division (RCSD). When all AA&E facilities are in use and the unit cannot secure their AA&E in a building protected by IDS, units will provide an armed guard and two means of communication between the facility securing the AA&E, and the unit Charge of Quarters or the Emergency Operations Center (EOC), 239-2222.

2. The unit will contact RCSD with the dates and times they will have an AA&E on Fort Riley. The unit with AA&E will need to contact the Provost Marshal's Office, 239-6344, and identify building(s) with AA&E facility(s) by the ICIDS number assigned that facility by RCSD. Contacts will be made in advance of the unit(s) arriving on Fort Riley with AA&E. Units need to send a copy of their unaccompanied access along with a completed DA Form 7281-R, Command Oriented Arms, Ammunition and Explosives (AA&E) Security Screening and Evaluation Record for each person listed. The RCSD will provide this information to the Office of the Provost Marshal, Physical Security Branch, so that the ICIDS administrator can assign each person a Personal Identification Code (PIC).

3. Office hours for issuing PICs are Monday - Friday, 0730 hours - 1630 hours.

4. The AA&E facilities require IDS protection on Fort Riley. When ICIDS is down, units with Category II AA&E will provide a dedicated armed guard, until the system is back on line. Armed is defined as having a firearm and appropriate ammunition readily available for immediate use. (DOD 5100.76-M)

5. Physical security specialists are available to advise and assist the RC commander on any issue of physical security. Physical security of government property, especially arms, ammunition, explosives and sensitive items such as night vision devices, is a critical issue at Fort Riley.

K-1
Letter Head
SAMPLE

AFZN-XX-XX (190-11a)
1999

27 May,

MEMORANDUM FOR Commander, (Unit responsible for AA&E), Fort Riley, KS
66442

SUBJECT: Unaccompanied Access/IDS Test/AA&E Key Roster

1. The following personnel are authorized unaccompanied access, to sign for the AA&E Keys, and to test the JSIIDS/IDS of the _____ Company Arms Room, J- _____, Building _____.

<u>NAME</u>	<u>RANK</u>	<u>SSN</u>	<u>POSITION</u>
BOND, James T	1SG	123-45-6789	First Sergeant
LEE, James R.	SGT	012-34-5678	Opns Sergeant

2. The personnel listed above have undergone a command-developed security screening IAW AR 190-11, para 2-12, and are knowledgeable in procedures for testing the JSIIDS/IDS systems and in key control.

3. In the case of an alarm activation, contact can be made at the following numbers:

Armorer	239-3343, Bldg _____, Rm _____ or 784- _____
Unit CQ	239-1871, Bldg _____
SDO/SDNCO	239-5666/5566, Bldg _____
Orderly Room	239-7788/7699, Bldg _____

4. In the event that the armorer was unavailable, the unit CQ or SDO/SDNCO will contact the commander or first sergeant by using the alert roster.

JAMES T. KIRK
CPT, AV
Commanding

DISTRIBUTION:

1-Arms Room
1-Bn, S2/3
1-Bn, SDO/SDNCO
1-PMO, PS
1-File

SAMPLE

K-2-1
ANNEX L

FUNDING DOCUMENTS/CONTRACTS

1. References:
 - a. AR 5-9, Area Support Responsibilities, 16 October 1998.

- b. AR 210-50, Housing Management, 24 Apr 90.
- 2. This annex is applicable to all Reserve Component units training at Fort Riley, Kansas, and addresses financial management procedures for requesting support.
- 3. Documentation required for support:
 - a. A Memorandum of Agreement will be used to request support item which are Army Stock Funded (ASF). A separate Memorandum of Agreement will be sent for each type of support requested, as identified below:
 - (1) Medical Supplies from Irwin Army Community Hospital.
 - (2) Subsistence (ARNG only).
 - b. The DD Form 448, Military Interdepartmental Purchase Request (MIPR), will be used for the following items:
 - (1) Bulk POL (MOGAS, low sulfur diesel, JP8).
 - (2) Solvent.
 - (3) Repair parts.
 - (4) Package POL.
 - (5) Targets (if new targets are required).
 - (6) Ice.
 - (7) Laundry (ARNG only). (Linen service is only provided to USAR as non-reimbursable service).
 - (8) Portable latrines, see para 7.
- Three separate MIPRs are required: one MIPR for items 3b(1) through 3b(5); a second MIPR for items 3b(6) and 3b(7); and a third MIPR for item 3b(8). If MIPRs are received not IAW with this paragraph, they will be returned to the issuing agency.
- 4. The Memorandum of Agreement and MIPR will contain, as a minimum:
 - a. Unit designation.
 - b. Unit identification code (UIC).
 - c. Department of Defense Activity Address Code (DODAAC).
 - d. Responsible officer.
 - e. Total monetary allocation.
 - f. Period of training.
 - g. Accounting classification of office to be billed, billing address, POC and phone number.
- 5. Exception to paragraph 3 of this annex is Class III (POL/package POL) for Combat Service Support and Tactical Readiness (COSSTAR) units. All COSSTAR units, ARNG and USAR, will coordinate and submit funds to 89th RSC, Deputy Chief of Staff Resource Management (DCSRM) Office to cover all AT Class III. The COSSTAR (89th RSC) will draw fuel under its account. The command/control HQs of COSSTAR or

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COSSTAR unit controlling Class III will maintain all records. The 89th RSC will finalize fuel records/funds for Class III with each U.S. Property and Fiscal Office (USPFO) and/or RSC.

- 6. The contract (DD Form 1155) will be negotiated between the USPFO and the Unaccompanied Personnel Housing Office at Fort Riley, if the soldier is to be billeted in BEQ/BOQ facilities; AR 210-50, see para 2-35a(3).

7. The responsibility for funding portable latrines can be accomplished through use of IMPACT credit card by units instead of forwarding a separate MIPR.
8. All MIPRs and Memorandums of Agreement for required support will be forwarded to Fort Riley, ATTN: AFZN-GT-RC, NLT 65 days prior to start of the training cycle.

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ANNEX M

MORALE, WELFARE AND RECREATION

The Directorate of Community Activities (DCA) Morale, Welfare and Recreation (MWR) facilities at Fort Riley, KS, are available for the Reserve Component units during Annual Training, Inactive Duty Training and other training.

New to Fort Riley this year is Sports U.S.A., the Army's exciting branded concept food and entertainment facility, located at 2600 Trooper Drive, Camp Forsyth. The Club offers state-of-the-art audio and video systems, live sports and popular recreational and amusement games including the National Trivia Network (NTN). Among its 41 televisions are four, 100-inch big screens suspended from the ceiling. Later in the evening, Sports U.S.A. transforms into a high-energy nightclub with music, dancing and light show. In addition to the popular Friday and Saturday night live DJ dance and entertainment programs, special weeknight evening packages include "Wild West" Tuesdays; "Krazy Karaoke" Wednesdays; and "Retro Party Music" Thursdays.

Sports U.S.A., is also home to Primo's Express, featuring pizza, pasta and sandwiches and Lil' Skeeters barbecue. Sports U.S.A. hours of operation are Sunday through Thursday, 1100-2400, and Friday and Saturday, 1100-0200.

On Main Post, Riley's Restaurant and Event Center offers luncheon service, 1100-1300, Tuesday through Friday, and can also accommodate groups of all sizes for special catered events.

MWR facilities also include Custer Hill Lanes, a 40-lane bowling center with automatic scoring. The bowling center also offers "Extreme Bowling," the latest innovation in the sports technology. The high energy "Xtreme" package with live DJ music, games and prizes is scheduled Friday and Saturday nights, 2200-0100. "Xtreme Family Night," runs Thursdays, 1900-2200.

Also available on Fort Riley are the 18-hole Custer Hill Golf Course, Outdoor Recreation (with equipment checkout), Arts and Crafts, Automotive Skills Center (with car wash), Information, Ticketing and Registration (ITR), two outdoor and two indoor swimming pools and state-of-the-art recreation and fitness centers.

Detailed information on all facilities can be obtained by calling ITR, (785) 239-5614, or the DCA Marketing Office, (785) 239-3733. DCA administrative offices are located in Bldg 253, Stuart Avenue (Main Post) Fort Riley, KS, 66442, (785) 239-3467.

M-1

REQUEST FOR UNIT FUND DIVIDENDS
RESERVE AND NATIONAL GUARD ANNUAL TRAINING
(IAW AR 215-1, Para 3-23)

(DATE)

TO: Installation Morale, Welfare, and Recreation Fund
ATTN: AFZN-CAM
Fort Riley, Kansas 66442-6400

FROM: _____

Period of Annual Training (AT) _____

Computation for dividends are as follows:

<u>Number of Personnel</u>		<u>Number of Days</u>		<u>Personnel Days</u>
_____	X	_____	=	_____
_____	X	_____	=	_____
_____	X	_____	=	_____
Total				_____
Personnel Months (Divided by 30)				_____
Multiply by Authorized Rate				<u>\$1.00</u>
Dividend Due				_____

Orders for AT are attached.

Unit Fund Custodian

Approved for Payment.

C. P. BAUTISTA
Chief, Financial Management Branch

Paid _____ Voucher Number _____

M-1-1

ANNEX N

MAPS

1. Fort Riley or RCSD does not normally provide maps. It is the unit's responsibility to order/receive maps prior to the training date. Listed below is the address from which maps may be ordered: 1085TH USA MAP DISTRIBUTION CENTER
640-A BROADNECK ROAD
ANNAPOLIS, MD 21401
2. Reserve Component units can order maps of Fort Riley. Edition 6 is the current Fort Riley map.

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ANNEX O

TRAINING CHECKLIST

The following is a checklist for units training at Fort Riley. This list provides the commander assistance in programming/planning unit's training needs/support. The list is not a request form within itself. After the commander has reviewed it and needs are identified, follow the guidance in this Handbook for each area of concern. This form is for local use only and will not be forwarded.

<u>SUBJECT REQUESTED (REFERENCE)</u>	<u>SUBMITTED (Date or NA)</u>
1. AC mess support (ANNEX F)	_____
2. Alcohol/drug prevention classes *	_____
3. Ammunition forecast (ANNEX C)	_____
4. Ammunition request (ANNEX C)	_____
5. Aviation support *	_____
6. Billets (ANNEX D)	_____
7. Class III (POL (ANNEX L)	_____
8. Class VII (MED) (ANNEX L)	_____
9. Class IX (PARTS) (ANNEX L)	_____
10. Dining facility (ANNEX D)	_____
11. Equipment support (ANNEX I)	_____
12. Health/environment briefing *	_____
13. Health/safety inspection * (Food service/bakeries/water purification)	_____
14. Ice (ANNEX L)	_____
15. Laundry/dry cleaning (ANNEX L)	_____
16. Maps (ANNEX N)	_____
17. Medical support/Dental * (Shots/physicals/x-rays)	_____
18. MILES (ANNEX J)	_____
19. Mobilization training *	_____
20. Moving target simulator *	_____
21. Orderly room (ANNEX D)	_____
22. Packaged POL (ANNEX L)	_____
23. Photographic/PAO support *	_____
24. PM security brief *	_____
25. Portable latrines (ANNEX L)	_____
26. POV or MV parking area *	_____
27. Recreation (ANNEX M)	_____
28. Rations (ANNEX F)	_____
29. TMP request (ANNEX B)	_____
30. Training areas/ranges (ANNEX G)	_____
O-1	
31. Training/audiovisual	_____
32. Extra Telephones	_____
33. Copy Machine	_____
34. Computer/printer	_____

35. Extra paper

36. Other support *

* NOTE: Submit in writing (memorandum) to RCSD. Give all details; i.e., time, to and from date, place, personnel, etc.

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ANNEX P

MEMORANDUM FOR Reserve Component Support Division, Building 7652, Fort Riley KS 66442-5076

SUBJECT: Installation Clearance Certificate

1. UNIT DESIGNATION:

2. HOME STATION:

3. TELEPHONE NUMBER:

UIC:

4. CLEARANCE OFFICER/NCO:

Activity	Bldg #	Cleared by (Signature)	Date	Remarks
a. Financial MGT DIV (Unit Funds)	211			
b. Fort Riley National Bank	5303			
c. Safety Director (Bring copy of any accident report)	407			
d. TSC (Closed on Thursday)	2250			
e. ECS #33 (Applies to both USAR/ ARNG)	1470			
f. MATES (Applies to both USAR/ ARNG)	1460			
g. Sponsor/Host Unit Equipment				
h. Post Office	5302			
i. Command/Control (35th ID/COSSTAR Units only)				
j. RCSD Billeting	7652			
k. RCSD Training Spt	7652			
l. CIF	257			

I understand that this clearance does not relieve a unit member of pecuniary charge for government property lost, damaged, or destroyed

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ANNEX Q

RESERVE COMPONENT AFTER ACTION REPORT

UNIT HEADING

MEMORANDUM FOR Commander, Headquarters, 24th Infantry Division (MECH)
and Fort Riley, ATTN: AFZN-GT-RC, Fort Riley, KS
66442-5076

SUBJECT: After Action Report, Annual Training

1. This After Action Report pertains to the Annual Training of (Unit) utilizing facilities at Fort Riley, KS.
2. Period of Training:
3. Attendance (officers and enlisted personnel):
4. Training Areas and Ranges used (Suitability and Condition of Each):
5. Active Component sponsor/host unit (include unit designation and comments pertinent to the caliber of assistance and liaison provided):
6. Significant problem areas encountered (make recommendations as appropriate):
7. Any additional information considered of value to enhance future training at Fort Riley, KS.

Commander's Signature Block

SAMPLE

Q-1

ANNEX R

BOQ/BEQ POLICY AND PROCEDURES

1. All Reserve Component personnel will pay for BOQ/BEQ. No exceptions to this

policy are authorized.

2. Reserve Component commands will include funds on TDY orders, DD Form 1610, to cover billeting in BOQ/BEQ. Personnel will file for reimbursement for BOQ/BEQ at the end of their tour with a DD Form 1351-2 and any required receipts.
3. Personnel should be directed by all RC commands/units to arrive on tour with funds for BOQ/BEQ. Any RC soldier arriving without funds will be directed to the Reserve Component Advisors office for disposition. All RC commands/units are advised that soldiers may be returned to home station if funds are not available to defer the cost of BOQ/BEQ.
4. Any questions in reference to housing of Reserve Component personnel will be referred to the Reserve Component Support Division (RCSD), Training Support Branch, Building 7652, (785) 239-9602/9667.

R-1

ANNEX S

TEMPORARY FREQUENCY REQUESTS

1. Requests for all temporary frequencies will be submitted in the format outlined at

- S-2-1. Each item of the format must be completed. Improperly completed requests will be returned without action.
2. A separate request format will be completed for each frequency spectrum required.
 3. Requests for temporary frequency assignment will be submitted within a minimum of 65 days prior to training date.
 4. Requests for temporary frequency assignment will be submitted on AFZN-GT-RC Form 1104 (ANNEX B).
 5. Only one frequency will be allocated per net. Units may request one Anti-Jam (AJ) frequency for battalion level or higher command nets.
 5. Observer/Controller frequency must be specifically requested.
 6. Approved frequencies will be submitted through RCSD back to the requesting unit. Frequencies will be listed by time frame only. Temporary frequency assignments will not be associated with a particular net. Units will be required to match the frequency with the net. Protected frequencies (Command nets and Retrans frequencies) will be identified and must be used as such.
 7. Convoy frequencies are 32.70, 32.30, and 32.50 MHz. All units in convoy are authorized to use these frequencies without requesting additional approval.
 8. When conducting training of multiple units, the senior unit command will submit a consolidated frequency request for all units involved in the training; i.e., when 35th Infantry Division is conducting training with subordinate units, the frequency requirements for 35th Infantry Division and all subordinate units participating in the training will be consolidated and submitted by the 35th Infantry Division. However, when 35th Infantry Division and a subordinate unit are conducting training not associated with one another, then each unit will submit separate frequency request. This example also pertains to Brigades, Battalions, COSSTAR, and other MSCs with/without subordinate units.
 9. The Signal Operating Instruction (SOI) is required by elements of the 35th Infantry Division conducting training on Fort Riley. (Note: Current editions of Fort Riley's SOI have been provided to the 135th Signal Battalion). All other Reserve Component units will request frequencies through the RCSD, IAW this annex.
 10. Requests for MSE equipment frequencies must be specific as to which piece of equipment they need the frequency for; i.e. RT-1539, AN/GRC 226, AN/GRC 224, Band I, Band III, etc.

S-1

SAMPLE

Office Symbol

Date

MEMORANDUM FOR Reserve Component Support Division, Building 7652, Fort

Riley, KS 66442-5076

SUBJECT: Request for Temporary Frequency Assignment

1. Date frequencies required. Start date:_____ End date:_____.
2. Type/Family of radio equipment: _____.
3. Frequency spectrum of radio equipment: _____.
4. Number of frequencies required: _____.
6. Power output of equipment: _____.
6. List of radio nets. Example: _____ 1/122 Bn Cmd
_____ 1/122 Bn O/I
_____ 1/122 Bn A/L
_____ 1/122 Bn AJ
_____ 1/122 RTS (for CMD)
_____ 2/999 FA CF1
_____ 2/999 FA CF2
_____ Observer/Controller
7. Clarification (if needed) _____

(example) Request fixed frequency for Observer/Controller
8. Requesting Unit: _____ Address: _____
- POC: _____ Phone Number: _____
(Name/Rank)
- E-MAIL (SMTP) Address: _____ DSN Phone #: _____
10. Signed: _____ Date: _____
(Typed Name, Rank)

S-2-1
ANNEX T

ON POST SCHOOL

1. Request for on post schools will be submitted on AFZN-CAE Form 162, Request for

on Post School Space, (see page T-2-1). The form will be submitted to the RC School Coordinator, as soon as possible but no later than 65 days out from the start of class date.

2. Forms received and not completed correctly or without signature will be returned without action. Only one individual is authorized on each form.

3. The RC School Coordinator will process the request for school, and forward it to the appropriate school for approval/disapproval. Once the form is returned, the School Coordinator will forward the form to requesting command. It is the RC command's responsibility to advise the unit of approval/disapproval.

4. A copy of the active duty orders for school will be provided to the School Coordinator. Personnel attending schools on Fort Riley should be advised to contact RCSD (239-9652), in the event they have any questions or problems while attending training on Fort Riley. Commanders shall ensure that all orders indicate (in the report to section) exactly where the soldier is to report for class; i.e. building number, MATES, ECS 33, or POC phone number. Orders simply stating report to Fort Riley is too Vague, and not much help to the soldier in locating the classroom site.

5. The RC unit should provide all information from the school catalog, i.e., class location, time/dates of class, etc., to the individual prior to reporting for class.

6. For list of on-post schools, see the Fort Riley Intranet (<http://intranet/intranet.htm>), and DCA Education Center. Contact RCSD if you're not able to obtain the information.

7. A school cancellation must be provided in writing. A memorandum should include the unit, name, type school, school date/number, and reason school is being canceled.

RC School Coordinator: (DSN) 856-9652, Comm (785) 239-9652,
FAX 856-9613, Comm (785) 239-9613.

T-1 ANNEX U

ENVIRONMENTAL PROTECTION AND CONSERVATION

1. Protecting Fort Riley's environment is a critical mission for every soldier. Only

through the safe and responsible use of our training lands can Fort Riley continue to meet the needs of all military users.

2. Part of the unit's mission is to provide the next unit commander with an installation capable of allowing him/her to meet their mission. It is the unit commander's responsibility to ensure that each soldier in his/her command is aware of this task.

3. Many elements of environmental and archeological resources protection are not only mission critical tasks, they are required by federal and state laws, or Army regulations. Fort Riley Regulation 385-12, Range and Training Safety, provides general guidance for environmental protection and archeological resources protection during training.

4. The Directorate of Environmental and Safety (DES) can provide units with environmental and archeological resources awareness materials, and assistance in conducting Pre-AT briefings. Unit commanders are encouraged to contact DES at (785) 239-8619, DSN 856-8619, for more information.

- a. 40 CFR Part 260, Hazardous Waste management System: General.
- b. 40 CFR Part 261, Identification and Listing of Hazardous Waste.
- c. 40 CFR 262, Standards Applicable to Generator of Hazardous Waste.
- d. 40 CFR 263, Standards Applicable to Transporters of Hazardous Waste.
- e. 40 CFR 264 and 265, Standards Applicable to a TSDF Facility.
- f. 40 CFR 268, Standards for Universal Waste Management.
- g. 40 CFR 273, Land Disposal Restrictions.
- h. 49 CFR 100 - 199, Standards Applicable to the Transportation of Hazardous materials.